

RECORD OF PERFORMANCE QUALIFICATIONS
PS

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual (COMDTINST M1414.8, series). As proficiency in each performance qualification is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications assigned to their rating. Qualifications previously demonstrated, dated and initialed off will not be recertified.

Prior to commencement of ADT, the member's Reserve Unit shall indicate, by circling in red, those qualifications which cannot be completed during inactive duty and should be completed on ADT.

RATING

PORT SECURITY SPECIALIST (Rev.11/98-effective beginning OCT 00 SWE)

ABBREVIATION

PS

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4

E-5

E-6

E-7

E-8

E-9

NAME (Last, First, Middle Initial)

SOCIAL SECURITY NUMBER

SIGNATURE OF SUPERVISOR				
DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT

REMARKS

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<p style="text-align: center;">PERFORMANCE QUALIFICATIONS FOR ADVANCEMENT</p> <p>A. SHORESIDE SECURITY</p> <p>4.01 Participate, as a team member, in a security patrol in accordance with USMC Marine Battle Skills Training Handbook, 3-13-7 to 3-13-12.</p> <p>4.02 Establish a security post, as a member of a security patrol, in accordance with USMC Marine Battle Skills Training handbook, 3-14-41 to 3-14-43.</p> <p>4.03 Establish access control points, as a member of a security patrol, in accordance with Physical Security Manual, COMDTINST M5530.1B (series), chapter 2.</p> <p>4.04 Participate, as a team member, in a security inspection of a waterfront facility, using a security survey form, in accordance with Marine Safety Manual, Volume VII (Port Security) (COMDTINST 16000.12 series), Chapter 2, Enclosure (2- 3).</p> <p>4.05 Participate, as a team member, in a security inspection of a Coast Guard facility, using a security survey form, in accordance with Physical Security Manual, COMDTINST M5530.1B (series), Enclosure 3.</p> <p>5.01 Organize and conduct a security patrol in accordance with USMC Marine Battle Skills Training handbook, 3-13-7 to 3-13-12.</p> <p>5.02 Prepare defensive tactical orders in accordance with Port Security Unit (PSU) Operational Doctrine, COMDTINST 3501.53 (series), Chapter 3, (3.7.2).</p> <p>5.03 Prepare patrol orders in accordance with USMC Marine Battle Skills Training handbook, 3-13-27 to 3-13-30.</p> <p>5.04 Perform a security inspection of a waterfront facility, serving as the Team Leader and using a security survey form in accordance with Marine Safety Manual, Volume VII (Port Security) (COMDTINST 16000.12 series), Chapter 2, Enclosure (2- 3).</p> <p>5.05 Perform a security inspection of a Coast Guard facility, serving as the Team Leader and using a security survey form in accordance with Physical Security Manual, COMDTINST M5530.1B (series), Enclosure 3.</p> <p>6.01 Assess the vulnerability of a passenger terminal in accordance with Marine Safety Manual, Volume VII (Port Security) COMDTINST 16000.12 (series), Chapter 2, Enclosure (2-2) 33 CFR, PARTS 120 and 128 and Navigation and Vessel Inspection Circular No. 3-96, COMDTPUB P16700.4.</p>		
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<p>6.02 Evaluate a port facility security plan in accordance with recommended standards outlined in Marine Safety Manual, Volume VII (Port Security) COMDTINST 16000.12 (series), Chapter 2, Enclosure (2-1), 33 CFR, PARTS 120 and 128 and Navigation and Vessel Inspection Circular No. 3-96, COMDTPUB P16700.4.</p> <p>6.03 Supervise security inspection teams and ensure quality of work in accordance with Physical Security Manual, COMDTINST M5530.1B (series), Chapter 2 and Marine Safety Manual, Volume VII (Port Security) (COMDTINST 16000.12 series), Chapter 2, Enclosure 2-3.</p> <p>6.04 Supervise security patrol teams in accordance with USMC Marine Battle Skills Training handbook, 3-13-7 to 3-13-12.</p> <p>6.05 Review the Port Access Control System (PACS) and the Port Security Card Program and determine which system would work best for your port. Draft a letter to local port authorities and operators implementing the selected program, identify the authority for its use and outline the steps to implement it in accordance with Marine Safety Manual, Volume VII (Port Security) (COMDTINST 16000.12 series), Chapter 3 and CFR 33, PART 125.</p> <p>7.01 Manage a physical security inspection and access control program in accordance with Physical Security Manual, COMDTINST M5530.1B (series) and Marine Safety Manual, Volume VII (Port Security) (COMDTINST 16000.12 series).</p> <p>8.01 Organize/participate in a waterfront security organization (preferably a subcommittee of the Port Readiness Committee) made up of local port authorities, security officers from shipping firms and terminal operators and law enforcement (shoreside and waterside) that focuses on identifying common goals and works to resolve communication and coordination problems on security related issues in accordance with Marine Safety Manual, Volume VII (Port Security) (COMDTINST 16000.12 series), Chapter 4.</p> <p>B. WATERSIDE SECURITY</p> <p>4.01 Participate, as a member of a harbor patrol team, in the enforcement of a CONUS waterside security zone, using the execution of engagement tactics and the interdiction of violators, as necessary, in accordance with Marine Safety Manual-Volume VII (Port Security) COMDTINST 16000.12 (series), Chapter 7.</p> <p>4.02 Identify the four primary waterside threats faced by a PSU in OCONUS operations in accordance with Port Security Unit Essential Skills Handbook, Chapter 2), Port Security Unit (PSU) Required Operational Capability (ROC)/Projected Operational Environment (POE) Statements, OPNAVINST/COMDTINST 3501.49 (series)</p>		
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<p>4.03 Given a list of vessels scheduled to enter port, determine which, if any, may be Special Interest Vessels (SIV) in accordance with Marine Safety Manual-Volume VII (Port Security) COMDTINST 16000.12 (series), Chapter 8 and Maritime Law Enforcement Manual, COMDTINST M16247.1 (series), Chapter 10.</p> <p>5.01 Qualify as a Boarding Team Member in accordance with Maritime Law Enforcement Personnel Qualification Standards (COMDTINST M16247.3B) Section One.</p> <p>5.02 Qualify as a Boat Crew Member in accordance with the Boat Crew Training Manual, COMDTINST M16114.9 (series).</p> <p>6.01 Qualify as a Boarding Officer in accordance with Maritime Law Enforcement Personnel Qualification Standards (COMDTINST M16247.3B) Section Two.</p> <p>6.02 Evaluate a ship's security plan in accordance with recommended standards outlined in Marine Safety Manual, Volume VII (Port Security) COMDTINST 16000.12 (series), Chapter 2, Enclosure(2-1), 33 CFR, PARTS 120 and 128 and Navigation and Vessel Inspection Circular No. 3-96, COMDTPUB P16700.4.</p> <p>6.03 Prepare a plan to establish waterside protection for assigned high value assets in accordance with Naval Warfare Publication-39 (A), Port Security Unit (PSU) Required Operational Capability (ROC)/Projected Operational Environment (POE), OPNAVINST/COMDTINST 3501.49 and Marine Safety Manual, Volume VII, (Port Security) COMDTINST 16000.12 (series), Chapter 7.</p> <p>7.01 Prepare a draft notice of proposed rulemaking for a security zone in accordance with Marine Safety Manual, Volume I, COMDTINST 16704.2 (series) Chapter 1 and 33 CFR 165.</p> <p>C. COMBATTING TERRORISM</p> <p>4.01 Define the terms "anti-terrorism" and "counter-terrorism" and describe the Coast Guard's primary role in each in accordance with the Marine Safety Manual-Volume VII (Port Security) COMDTINST 16000.12 (series), Chapter 6.</p> <p>4.02 Perform an orientation site visit to area law enforcement agencies and military units that may serve as local intelligence sources for threat information in accordance with Marine Safety Manual-Volume VII (Port Security) COMDTINST 16000.12 (series), Chapter 6 and Physical Security Manual, COMDTINST M5530.1B, Chapter 5.</p>		
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<p>4.03 Respond to a simulated bomb threat in accordance with Marine Safety Manual-Volume VII (Port Security) COMDTINST 16000.12 (series), Chapter 6 and Physical Security Manual, COMDTINST M5530.1B, Chapter 12.</p> <p>5.01 Implement measure five from the "Suggested Protective Measures" in response to a simulation of THREATCON ALPHA in accordance with Physical Security Manual, COMDTINST M5530.1B, Chapter 5.</p> <p>5.02 Contact area law enforcement agencies and military units to update liaison information contained in the unit's Maritime Counter-terrorism Contingency Plan in accordance with Marine Safety Manual-Volume VII (Port Security) COMDTINST 16000.12 (series), Chapter 6 and Physical Security Manual, COMDTINST M5530.1B, Chapter 5.</p> <p>6.01 Complete a site risk, vulnerability and threat assessment in accordance with Marine Safety Manual-Volume VII (Port Security) COMDTINST 16000.12 (series), Chapters 2 and 3.</p> <p>6.02 Prepare a local CG directive for response to THREATCON ALPHA in accordance with Physical Security Manual, COMDTINST M5530.1B, Chapter 5.</p> <p>7.01 Serve as a liaison to area law enforcement agencies and military units for sharing intelligence/information in accordance with COMDTINST C3821.5B, CG Intelligence Collection and Reporting, Marine Safety Manual-Volume VII (Port Security) COMDTINST 16000.12 (series), Chapter 6 and Physical Security Manual, COMDTINST M5530.1B, Chapter 5.</p> <p>D. OPERATIONAL AUTHORITY AND TACTICS</p> <p>4.01 Describe the authority and role of the Captain of the Port (COTP) in executing the port security mission in accordance with Marine Safety Manual-Volume VII (Port Security) COMDTINST 16000.12 (series), Chapter 1, and CFR 33, PARTS 6, 125.</p> <p>4.02 Respond to a question from the Captain of a vessel that you have just boarded on your authority as a Coast Guard law enforcement officer to seize vessels, people, property and contraband in accordance with Naval Warfare Publication NWP 9 (Rev. A), The Commander's Handbook on the law of Naval Operations and the Maritime Law Enforcement Manual, COMDTINST M16247.1 (series), Chapter 3.</p> <p>4.03 Review the use of force policy and the rules of engagement and explain the difference between them and when the rules of engagement are used in accordance with Maritime Law Enforcement Manual Volume I COMDTINST M16247.1A (series), Chapter 4, Marine Safety Manual-Volume VII (Port Security) COMDTINST 16000.12 (series), Chapter 7.</p>		
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<p>4.04 Respond to a request for asylum in accordance with Maritime Law Enforcement Manual Volume I COMDTINST M16247.1A (series), Enclosure 17.</p> <p>4.05 Define/describe the following terms and actions associated with executing the port security mission:</p> <ul style="list-style-type: none"> a. Noncombat Operations (OCONUS) b. Limited Access Area (OCONUS and CONUS) c. Security Zone/Authority (OCONUS and CONUS) d. Reaction Zone (OCONUS only) e. Safety Zone/Authority (OCONUS and CONUS) f. Reaction Boat g. Screen Boat h. Fields of Fire i. Joint Rear Area Command j. Harbor Defense Command k. Operational Control (OPCON) l. Tactical Control (TACON) <p>(In accordance with the Marine Safety Manual, Volume VII, COMDTINST M16000.12 (series), Chapter 7, Naval Warfare Publication NWP39(A), Naval Coastal Warfare, Port Security Unit Required Operational Capability (ROC)/Projected Operational Environment (POE),OPNAVINST/COMDTINST 3501.49 (series), Maritime Law Enforcement Manual Volume I, COMDTINSTM16247.1A (series), Chapter 2 and 33 CFR, PART 165)</p> <p>4.06 Complete the Incident Command System (ICS) "ICS Orientation" course in accordance with Incident Command System National Training Curriculum, MODULE 1, I-100.</p> <p>4.07 Given a simulated level 4 requirement for mission oriented personal protection (MOPP) clothing, identify the required items of clothing to be worn in accordance with USMC Marine Battle Skills Training Handbook, 2-16-35 to 2-16-37</p> <p>4.08 State actions to effectively identify and treat casualties of blood, nerve, blister, choking, riot control agents in accordance with USMC Marine Battle Skills Training Handbook 2-16-89 to 2-16-100.</p> <p>5.01 Complete the Riot Gun Familiarization in accordance with Maritime Law Enforcement Personal Qualification Standards (COMDTINST M16247.3B), Section 3, Task 3-08.</p> <p>5.02 Qualify with the M-16 rifle in accordance with Small Arms Manual, COMDTINST M8370.11 (series).</p>		
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<p>6.01 Complete the Incident Command System (ICS) "Principals and Features of ICS" course (Incident Command System National Training Curriculum, MODULE 2-6, I-200)</p> <p>E. PORT READINESS AND CONTINGENCY PLANNING</p> <p>5.01 Participate as a "player" in a port security exercise that tests the unit's port security contingency plan in accordance with Marine Safety Manual-Volume VII (Port Security) (COMDTINST 16000.12 series), Chapters 2 and 3; Port Security Unit (PSU) Individual Master Training Plan and Personal Qualification Standards, COMDTINST 1540.10.</p> <p>6.01 Update facility security inspection data in the unit's Readiness Plan in accordance with Marine Safety Manual-Volume VII (Port Security) COMDTINST 16000.12 (series), Chapter 4.</p> <p>6.02 Prepare a physical security plan for a Coast Guard facility in accordance with Physical Security Manual, COMDTINST M5530.1B, Chapter 1.</p> <p>7.01 Perform as a unit's Assistant Readiness Planning Officer in accordance with the Readiness Planning Manual, COMDTINST M3010.11 (series).</p> <p>7.02 Participate as a "controller" or "evaluator" in a port security exercise that tests the unit's port security contingency plan in accordance with Marine Safety Manual-Volume VII (Port Security) (COMDTINST 16000.12 series), Chapters 2 and 3.</p> <p>7.03 Perform as a unit's Assistant Command Security Officer in the management of the unit's Physical Security Program in accordance with Physical Security Manual, COMDTINST M5530.1B, Chapter 1.</p> <p>7.04 Assist in the development and/or maintenance of the unit's Maritime Counterterrorism Contingency Plan in accordance with Marine Safety Manual, Volume VII, (Port Security) COMDTINST 16000.12 (series), Chapter 6.</p> <p>8.01 Serve as the "chief planner" or "chief evaluator," producing either an exercise plan or an after action evaluation report for a port security exercise that tests the unit's port security contingency plan in accordance with Marine Safety Manual-Volume VII (Port Security) COMDTINST 16000.12 (series), Chapters 2 and 3.</p>		
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<p>F. ADMINISTRATION</p> <p>4.01 Using the Coast Guard standard workstation, perform the following electronic mail functions in accordance with software application manuals:</p> <ul style="list-style-type: none"> a. Create/compose message b. Send c. Forward d. Reply e. File/save f. Delete <p>4.02 Using the Coast Guard standard workstation, produce the following word processing documents in accordance with the Coast Guard Correspondence Manual, COMDTINST M5216.4 (series).</p> <ul style="list-style-type: none"> a. Memorandum b. CG letter <p>4.03 Using the Coast Guard standard workstation, prepare a CG travel claim form in accordance with existing guidelines and standard practice, Travel Manual, COMDTINST M4600.12 (series).</p> <p>5.01 Given a directive prescribing changes to a CG manual, make the appropriate changes in accordance with Directives System, COMDTINST M5215.6 (series).</p> <p>6.01 Order directives and publications in accordance with Directives, Publications and Reports Index (DPRI), COMDTNOTE 5600.</p> <p>7.01 Review qualification codes related to port security and law enforcement for accuracy and currency and submit results in writing to the Program Manager in accordance with the Coast Guard Enlisted Qualification Codes Manual (COMDTINST M1414.9 series).</p> <p>8.01 Review Military Requirements (MRN), Standards for Advancement (E-3 through E-9) for accuracy and currency and submit results in writing to the Program Manager in accordance with the Coast Guard Enlisted Qualification Manual (COMDTIST M1414.8B series).</p> <p>9.01 Review Port Security Specialist performance qualifications (E-4 through E-9) for accuracy and currency and submit results in writing to the Port Security Force Manager in accordance with the Coast Guard Enlisted Qualification Manual (COMDTINST 1414.8B series).</p>		
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<p>G. TRAINING</p> <p>5.01 Instruct Unit Security Division personnel in Personal Qualification Standards (PQS) in accordance with Port Security Unit (PSU) Individual Master Training Plan and Personal Qualification Standards, COMDTINST 1540.10.</p> <p>5.02 Instruct unit personnel in port security tactics in accordance with Marine Safety Manual-Volume VII (Port Security) COMDTINST 16000.12 (series).</p> <p>5.03 Instruct unit personnel in physical security principles and techniques in accordance with Physical Security Manual, COMDTINST M5530.1B.</p> <p>6.01 Instruct unit personnel in "Weapons of Mass Destruction" training to develop and maintain an awareness in accordance with Presidential Decision Directive 39 (PDD 39), "United States Policy on Counter-terrorism," United States Government Interagency Domestic Counter-terrorism Concept of Operations Plan (DRAFT) and other current non-classified information.</p> <p>7.01 Prepare a quarterly unit or division training plan as prescribed in the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series) and the Training and Educational Manual, COMDTINST M1500.10 (series).</p>		
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<p style="text-align: center;">DEFINITIONS</p> <p>ASSESS To determine the rate or amount of compliance with existing regulations or standards.</p> <p>ASSIST To help in a supplemental manner in the performance of a function or task.</p> <p>COMPLETE Finish all tasks related to a function or job, meeting expected minimum requirements.</p> <p>CHIEF EVALUATOR One who is in charge of the evaluation process for an exercise, responsible for the preparation and presentation of a formal evaluation report.</p> <p>CHIEF PLANNER One who is in charge of the planning process for an exercise, responsible for the preparation and presentation of a formal exercise plan.</p> <p>CONTACT An act of establishing formal communications with another person, either written or verbal.</p> <p>CONTROLLER A person who is responsible for ensuring that an exercise is conducted in accordance with the exercise plan and the rules of play.</p> <p>COORDINATE Work closely with and/or through different agencies or people to achieve common goals or tasks.</p> <p>DEFINE To determine or identify the essential qualities or meaning of a word or term.</p> <p>DESCRIBE To represent or give an account of in words, consistent with existing references.</p> <p>DETERMINE To decide by choice of alternatives or possibilities.</p> <p>ESTABLISH To set up or bring into existence</p> <p>EVALUATE To determine the significance or quality of actions performed or of document and plans, by comparison to existing standards or requirements through careful appraisal or study.</p> <p>EVALUATOR A person who is responsible for performing an evaluation, particularly of an exercise.</p> <p>EXERCISE A response to a given scenario for the purpose of testing response plans and procedures and training of personnel, usually involving a number of agencies and levels of government..</p>		
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<p>IMPLEMENT Carry-out or accomplish an assignment or project in accordance with stated expectations.</p> <p>IDENTIFY Provide a verbal description which accurately establishes the identity of a subject.</p> <p>INSPECTION Detailed and structured check for compliance with specific regulations or standards.</p> <p>INSTRUCT Convey subject knowledge and demonstrate skills to teach others.</p> <p>LIAISON A person who establishes and maintains communications with representatives of other organizations to ensure mutual understanding and cooperation on common issues.</p> <p>MANAGE Exercise administrative and supervisory direction of a program, responsible for achievement of program goals.</p> <p>ORGANIZE Set up an administrative structure to address specific objectives.</p> <p>PARTICIPATE To be actively involved in the performance of a task for the purpose of gaining knowledge and experience, while sharing in the overall responsibility for successful completion.</p> <p>PERFORM Carry out an action to fulfill basic requirements of an assignment or task.</p> <p>PLAYER A person assigned to a specific action role (role playing) during an exercise (e.g., acting as a member of the enemy forces or as a first responder).</p> <p>PREPARE Gathering information and data and assembling to produce a document.</p> <p>QUALIFY Certified as meeting the training, skill or ability requirements for a special purpose.</p> <p>RESPOND React to a given situation and successfully carry out appropriate basic actions that are consistent with existing response procedures or directives.</p> <p>REVIEW To go over or examine critically for the purpose of gaining or refreshing knowledge.</p> <p>SERVE Successfully perform assigned duties</p> <p>SUPERVISE Direct the actions of teams or functions in a manner that effectively meets identified goals and objectives.</p>		
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<p>TEAM LEADER An experienced person who is responsible for the actions of the team and successful completion of the assigned task.</p> <p>TEAM MEMBER May be a entry level person just learning the assigned task or a more experienced person able to perform the task; both would be expected to actively support and assist the Team Leader in the accomplishment of the task.</p> <p>UPDATE Changing documents or records to align them with the correct or most recent information or data.</p> <p>VALIDATE To verify information contained in documents or records for correctness and currency.</p> <p style="text-align: center;">ACRONYMS</p> <p>CFR Code of Federal Regulations</p> <p>CG Coast Guard</p> <p>COMDTINST Commandant Instruction</p> <p>COTP Captain of the Port</p> <p>ISC Incident Command System</p> <p>MSM Marine Safety Manual</p> <p>NVIC Navigation & Vessel Inspection Circular</p> <p>NWP Naval Warfare Publication</p> <p>PSU Port Security Unit</p> <p>SIV Special Interest Vessel</p> <p>USMC United States Marine Corps</p> <p style="text-align: center;">REFERENCES</p> <p>USMC Marine Battle Skills Training Handbook, USMC Institute, Washington, D.C. (1993)</p> <p>Physical Security Manual, COMDTINST M5530.1B (series).</p> <p>Marine Safety Manual, Volume VII (Port Security) (COMDTINST 16000.12 series).</p>		
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<p>Port Security Unit (PSU) Operational Doctrine, COMDTINST 3501.53 (series).</p> <p>33 Code of Federal Regulations (CFR), PARTS 6, 120, 125, 128 and 165</p> <p>Navigation and Vessel Inspection Circular No. 3-96, COMDTPUB P16700.4.</p> <p>CG Intelligence Collection and Reporting, COMDTINST C3821.5B.</p> <p>Port Security Unit Essential Skills Handbook, USCG Pamphlet No. PSU 006, course code: Nonres 2600, (July 1995).</p> <p>Port Security Unit (PSU) Required Operational Capability (ROC)/Projected Operational Environment (POE) Statements, OPNAVINST/COMDTINST 3501.49 (series)</p> <p>Maritime Law Enforcement Manual, COMDTINST M16247.1 (series).</p> <p>Maritime Law Enforcement Personnel Qualification Standards (COMDTINST M16247.3B).</p> <p>Boat Crew Training Manual, COMDTINST M16114.9 (series).</p> <p>Marine Safety Manual, Volume I, COMDTINST 16000.6 (series).</p> <p>Naval Warfare Publication NWP 9 (Rev. A), The Commander's Handbook on the law of Naval Operations</p> <p>Incident Command System National Training Curriculum, MODULE 1, I-100 and MODULE 2-6, I-200.</p> <p>Small Arms Manual, COMDSTINST M8370.11 (series).</p> <p>Port Security Unit (PSU) Individual Master Training Plan and Personal Qualification Standards, COMDTINST 1540.10.</p> <p>Readiness Planning Manual, COMDTINST M3010.11 (series).</p> <p>Coast Guard Correspondence Manual, COMDTINST M5216.4 (series).</p> <p>Travel Manual, COMDTINST M4600.12 (series).</p> <p>Directives System, COMDTINST M5215.6 (series).</p> <p>Directives, Publications and Reports Index (DPRI), COMDTNOTE 5600.</p>		
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<p>Coast Guard Enlisted Qualification Codes Manual (COMDTINST M1414.9 series).</p> <p>Coast Guard Enlisted Qualification Manual, COMDTINST M1414.8B (series).</p> <p>Naval Warfare Publication NWP 39 (A), Naval Coastal Warfare.</p> <p>Cutter Training and Qualification Manual, COMDTINST M3502.4 (series)</p> <p>Training and Educational Manual, COMDTINST M1500.10 (series).</p> <p>Presidential Decision Directive 39 (PDD 39), "United States Policy on Counter-terrorism,"</p> <p>United States Government Interagency Domestic Counter-terrorism, Concept of Operations Plan (DRAFT) and other current non-classified information.</p>		
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